

QUALIFICATION PACKAGE
FOR
SINGLE FAMILY HOME REPAIR PROGRAM
SINGLE FAMILY HOME REPAIR PROGRAM - DISASTER RECOVERY

QUALIFICATION PACKAGE OUTLINE AND MINIMUM CONTENT REQUIREMENTS

To simplify the review process and to obtain the maximum degree of comparability, the Qualification Packages must follow the outline as set forth below and, at a minimum, contain the information as requested below in order to be considered by the City. General Contractor(s) are encouraged to include additional relevant information as applicable.

1.0 TITLE PAGE:

- 1.1 The title page should include the title and number of the RFC, name and address of the General Contractor(s), and the date of the Qualification Packages.

2.0 OFFER & SUBMITTAL FORM:

- 2.1 RFC MUST BE SIGNED AND NOTARIZED BY AN AUTHORIZED REPRESENTATIVE(S) OF THE GENERAL CONTRACTORS FIRM.

3.0 LETTER OF TRANSMITTAL:

- 3.1 A letter of transmittal shall include the following:
 - 3.1.1 The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representation on behalf of the General Contractor.
 - 3.1.2 A statement that the person signing the letter of transmittal is authorized to legally bind the General Contractor; and that the Qualification Packages will comply with the requirements and arrangements stated in the RFC.

4.0 EXPERTISE/EXPERIENCE/QUALIFICATION/PERSONNEL STATEMENT:

- 4.1 Provide a written statement describing the number of years of experience the General Contractor has been in business under his/her current name.
- 4.2 Provide a brief written statement describing the number of new construction, housing rehabilitation, demolition, housing reconstruction or other construction industry contracts completed by the General Contractor under his/her present company name. Please be advised that construction contracts to satisfy this criteria must have been undertaken by building permits obtained under the General Contractor's present company name.
- 4.3 Provide a brief written statement describing the number of years the General Contractor has been in business under his/her current name working with federal, state or locally sponsored or funded programs, particularly those in Southeast Texas as it pertains to the following: new construction, housing rehabilitation, demolition, housing reconstruction or other construction industry projects. Additionally, please describe any/or all experience relative to complying with the Davis-Bacon Act and Section 3 and any related Laws in the performance of the work to meet all requirements for active monitoring and documentation.

QUALIFICATION PACKAGE OUTLINE AND MINIMUM CONTENT REQUIREMENTS

- 4.4 Provide an organizational chart of proposed team or staff that will be utilized for HCDD projects, inclusive of all proposed sub-contractor(s).
- 4.5 Provide resumes, titles and functions of key personnel whom will be responsible for the delivery of the service(s)/project(s); inclusive of all proposed sub-contractor(s).
- 4.6 Provide copies of key personnel certifications and/or licenses as applicable to the rehabilitation and reconstruction projects specialty (i.e. electrical or plumbing etc.); inclusive of all proposed sub-contractor(s).
- 4.7 Provide a written statement acknowledging the City's M/WBE Program and contractor's willingness to make a good-faith effort in utilizing a certified M/WBE sub-contractor for 10% of work per each project awarded by the City.

5.0 WORK QUALITY:

- 5.1 Provide a sample of the General Contractor's written warranty that is compliant with the applicable Texas State law, and guarantee's the General Contractor's work for the durations after the completion required by all regulations, which will be provided to the homeowner under this program. If warranty is to be provided by a third party insurer, provide information regarding the insurer's status as an eligible insurer in the State of Texas.
- 5.2 Provide a written copy of the General Contractor's Quality Control Program that describes his/her approach to quality control, and a copy of the General Contractor's Safety Program and Experience Modification Rate values. The General Contractor shall provide his/her procedures for inspection of all items of work and his/her procedures for addressing punch list items.
- 5.3 Provide four (4) references including addresses from clients who received new housing construction, housing rehabilitation or related construction services from the General Contractor performed under building permits obtained by the General Contractor.
- 5.4 Provide three (3) letters of references from subcontractors who have performed work for the General Contractor on new housing construction, housing rehabilitation or any other construction related projects.
- 5.5 Provide before and after photographs of new housing construction, housing rehabilitation work, demolition work or other construction work performed under building permits obtained by the General Contractor.
- 5.6 Applicable to "Reconstruction General Contractors" only, Provide samples of plans as outlined in Section 7.3 of the SPECIFICATIONS/SCOPE OF WORK.
- 5.7 Provide an Affidavit from the General Contractor listing any and all claims, litigation or arbitration actions related to contracts entered into by the General Contractor and any contracted party. (The City reserves the right to independently investigate the General Contractor reporting in this area).

6.0 FINANCIAL STATEMENTS/BONDING CAPACITY:

- 6.1 Submit General Contractor audited annual financial statements, in accordance with and as defined in the Financial Accounting Standards Board (FASB) regulation(s) for the past two years. In addition, include your and Dunn & Bradstreet Report or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two years.

QUALIFICATION PACKAGE OUTLINE AND MINIMUM CONTENT REQUIREMENTS

- 6.2 Submit a letter from a certified Surety/Bonding company, authorized to do business in the State of Texas stating the "Contractor's Bonding" capacity and provide the Surety listing with the U.S. Treasury. Additionally, the letter shall include the largest sum that the Surety/Bonding Company would be willing to bond the General Contractor for city rehabilitation/reconstruction projects. The Surety/Bonding Company may be contacted and interviewed by the City.
- 6.3 Submit a letter from the Insurance provider stating the General Contractor's ability in obtaining insurance to meet the City's minimum insurance requirements (as stated in the GENERAL TERMS, SECTION 3.0) and Insurance providers A.M. Best rating.
- 6.4 Submit a detailed list of all available funds/credit amounts and from source (i.e. \$10K; Cash-Bank Name Savings Account or \$100K; Line of Credit- Credit Card Name or Supplier Name). Please attach all Bank Statements and/or Credit Lines/Letters or Documents.

7.0 HOUSING UNIT PRODUCTION CAPACITY/PROPOSED OPERATIONS PLAN/EQUIPMENT LIST/ASSETS:

- 7.1 Provide a written statement of the maximum number of single-family homes that the General Contractor can rehabilitate/reconstruct simultaneously, while still maintaining a high quality of service delivery under each awarded project.
- 7.2 Provide a written statement of the willingness and demonstrated capacity of the General Contractor to undertake housing rehabilitation/reconstruction projects at any location within "geographic work area" as defined in paragraph 3.6 SPECIFICATION/SCOPE OF WORK.
- 7.3 Provide a list of all construction trade affiliations and relationships the General Contractor presently maintains with as subcontractors and building construction materials suppliers.
- 7.4 Provide a list of assets/equipment the General Contractor presently possess via demonstrated ownership, control or leasehold of heavy equipment (i.e. trucks, backhoes, cement mixers, trailers, etc.), which he/she currently utilize to undertake new housing construction, housing rehabilitation and or demolition work.
- 7.5 Provide a detail logistical operational plan on how the General Contractor will perform all required tasks as it pertains to addressing housing rehabilitation/reconstruction if he/she were awarded the General Contractor's stated maximum amount of projects. The highest quality Logistical Operations Plan shall outline the General Contractor's ability as follows:
 - 7.5.1 General Contractor ability to manage multiple housing rehabilitation and housing reconstruction work sites;
 - 7.5.2 General Contractor ability to schedule rehabilitation work for individual houses to ensure timely work completion;
 - 7.5.3 General Contractor ability to mobilize work crews and subcontractors needed to complete work;
 - 7.5.4 General Contractor method by which he/she will track work progress on individual projects, to ensure the timely completion of the work specified under each contract.

8.0 PERMITS, REGISTRATIONS, & CERTIFICATIONS:

- 8.1 Provide copies of permits, registrations, and certifications pertaining to conducting business in the State of Texas. Specific submittals include, but are not limited to the following:

QUALIFICATION PACKAGE OUTLINE AND MINIMUM CONTENT REQUIREMENTS

- 8.1.1 Letter of existence/registration issued by the Texas Secretary of State, indicating that the if the General Contractor Company is a Corporation, either Texas or foreign that is authorized to do business in the State of Texas
- 8.1.2 Certificate of Account Status issued by the Texas Comptroller of Public Accounts, establishing that the General Contractor firm is current with any and all taxes, if any, due to the state of Texas.
- 8.1.3 A notarized statement that the General Contractor is not debarred, suspended, or an ineligible Contractor according to HUD's "Consolidated List of Debarred, Suspended and Ineligible Contractors" and the US General Services Administration's "Consolidated List of Debarred and Suspended Contractors"
- 8.1.4 The General Contractor acknowledges and certifies that a) his/her company and its subcontractors has the capacity and technical ability to perform the range of services stated in the scope of work; and b) that the General Contractor and its subcontractors have the experienced personnel to perform the range of services stated in the scope of work.
- 8.1.5 The General Contractor acknowledges and certifies that: his/her company will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the potential activities of employees whose principal employment activities are funded in whole or in part with federal funds, related to work under this RFC.
- 8.1.6 The General Contractor acknowledges and certifies that: the General Contractor Company in the performance of the Work, and to the extent applicable, will comply with all federal Laws and policies relating to the CDBG including but not limited to those set forth below, which are incorporated by reference:
 - 8.1.6.1 24 CFR Part 570, Subpart I;
 - 8.1.6.2 Public Law 109 – 148 (Department of Defense Appropriations Act, 2006);
 - 8.1.6.3 Public Law 109 – 234 (Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, 2006);
 - 8.1.6.4 Allocations and Common Application and Reporting Waivers Granted to and Alternative Requirements for CDBG Disaster Recovery Grantees Under the Department of Defense Appropriations Act, 2006; Notice, "71 Fed. Reg. 7666 Feb. 13, 2006);
 - 8.1.6.5 48 CFR, Part 31 regarding the allow ability of costs;
 - 8.1.6.6 Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. Section 1701u);
 - 8.1.6.7 Section 302 of the Lead-Based Paint Poisoning Prevention Act (42 U. S. C. Section 4831 (b)) and the procedures established by the Department thereunder; and
 - 8.1.6.8 "Environmental Review Procedures for Recipients assuming HUD Environmental Responsibilities," 24 CFR 58, and the laws and authorities specified at 24 CFR Sections 58.5 and 58.6
- 8.0 CONTENTS:**
 - 8.1 The contents should be identified by section, description, page number, and should include, at a minimum, the following sections:
 - 8.1.1 Title Page

QUALIFICATION PACKAGE OUTLINE AND MINIMUM CONTENT REQUIREMENTS

- 8.1.2 Signed and Notarized Offer and Submittal Form (Exhibit I)
- 8.1.3 Letter of Transmittal
- 8.1.4 Expertise/Experience/Qualification Statements (Items 4.1 - 4.3, & 4.7)
- 8.1.5 Organizational Chart, Resumes and Certifications/Licenses of Proposed Key Personnel
- 8.1.6 Work Quality (Items 5.1 – 5.7)
- 8.1.7 Financial Statement/Bonding Capacity (Items 6.1 – 6.4)
- 8.1.8 Housing Unit Production Capacity/Proposed Operations Plan/Equipment List/Assets (Items 7.1 - 7.5)
- 8.1.9 Permits, Registrations & Certifications (Item 8.1 – 8.1.6.8)
- 8.1.10 List of References and List of Proposed Subcontractors (Exhibit I)
- 8.1.11 Fair Campaign Ordinance Form “A” (Exhibit V)
- 8.1.12 Affidavit of Ownership or Control (Exhibit VI)
- 8.1.13 Drug Compliance Agreement Attachment “A” and Contractor’s Certification of No Safety Impact Positions Attachment “C” (Exhibit VII)
- 8.1.14 Anti-Collusion Statement (Exhibit VIII)
- 8.1.15 Conflict of Interest Questionnaire (Exhibit IX)
- 8.1.19 Bid Bond \$10,000.00 (Exhibit X)
- 8.1.21 Requested Information Outlined in the Scope of Work and/or Other Additional Relevant/Supporting Information

QUALIFICATION PACKAGE OUTLINE AND MINIMUM CONTENT REQUIREMENTS
